

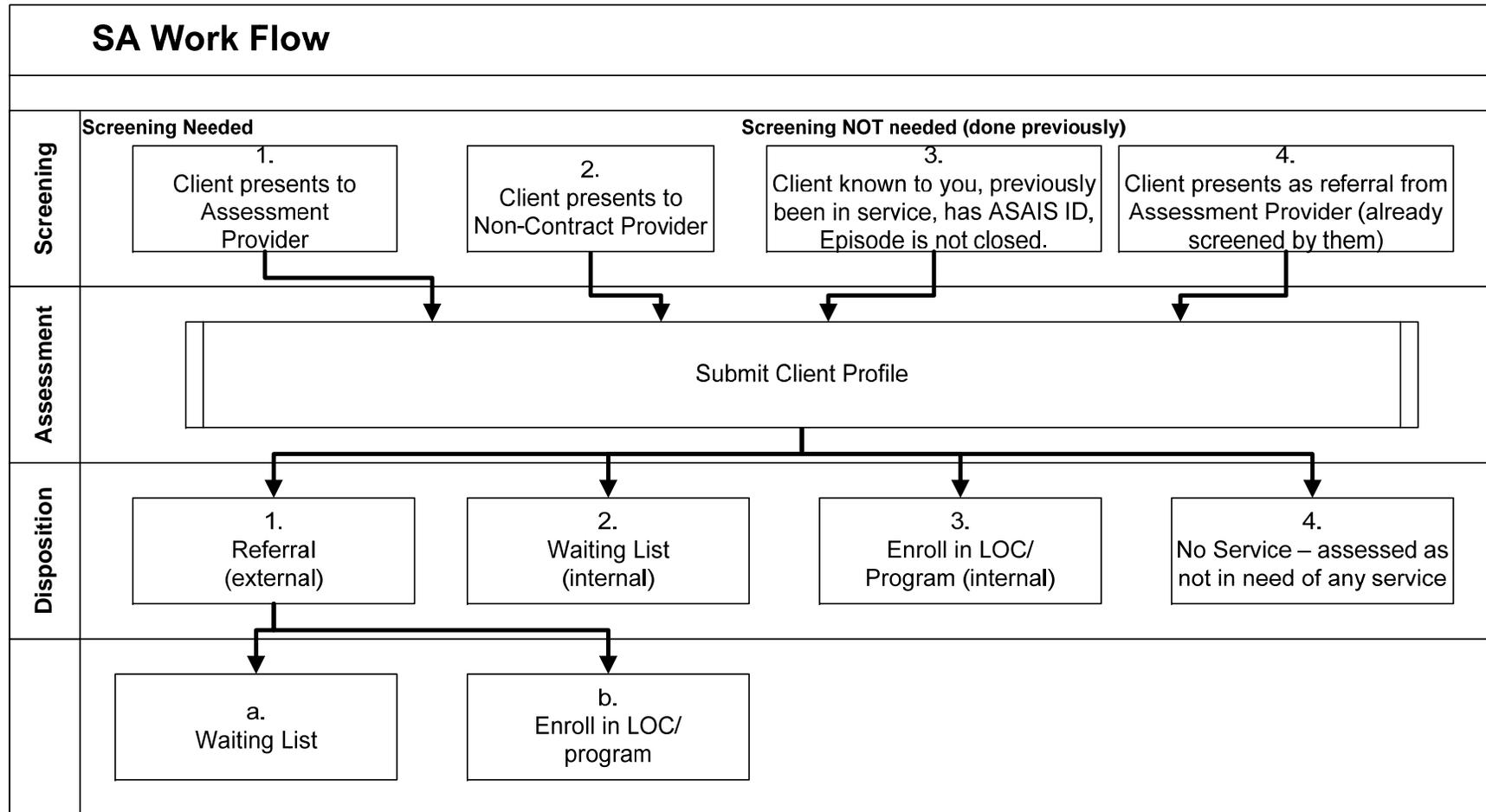
ASAIS Screening, Profile, Enrollment, Wait List and Discharge Work Flow

The ASAIS client workflow includes screenings, client profiles, enrollments, wait list and discharge summaries. The following describes the workflow and process and provides a graphic workflow as well as decision tree questions to clarify the processes. Definitions for all disposition options are listed as well as a description of the Facility Management tab under Providers. There is additional information on the SA Wait List functions in a separate document (to be incorporated into the Provider Training Manual).

If you are submitting data for Screenings, Client Profile and Discharges via HaPi (Electronic Data Interface) from your own information system, please follow the same parameters for when data needs to be captured and submitted. SA Wait List and Enrollment/Facility management may not be performed via EDI.

- ASAIS Flowchart
- Screenings
- Client Profiles & Diagnosis
- Dispositions
- SA Wait List
- Enrollments
- Internal Facility Management
- Discharge Summary
- Decision Tree

ASAIS Flowchart



11/8/07 rev.

Screenings: (when, who)

Screenings are done the first time that a client presents for service. A Screening captures identifying information so that SASD can establish the client in AS AIS and assign an AS AIS unique ID number. Screening includes a brief screening tool of 6 questions (one for adults and one for clients under 18). The screening tool is capturing information at a point in time. It is not dictating any clinical recommendation/approval or denial of service.

1. If this is a client already known to you, returning to service, already has an AS AIS ID and has been discharged – you do not need to do another screening. Remove the check mark out of the participation box, enter the client's AS AIS id number or last name under quick search and pull the client up. Add your new enrollment, facility, assessment and diagnosis records.
2. If the client is coming to you as a referral from another DMH contract provider, you will not need to do a screening as the Assessment provider has already done one. If the referring provider is an AS AIS provider they will refer the client to you in AS AIS. You will change the enrollment and facility disposition from referred to Open and add the profile and diagnosis records.

Client Profile: (when to do it, assessments – update *, intake *)

1. A client profile needs to be submitted when you are the provider performing the assessment, or if the client was assessed at a non-contract provider (who would not have had access to AS AIS and would not have done the profile). If the client was assessed at contracted provider they will refer the client to you in AS AIS and send you the assessment to enter into AS AIS under your provider setup. A Workflow Wizard (WFW) will direct the user to complete a diagnosis record, review the demographics record and create a facility record.
2. Any time that you do an Assessment or an Assessment Update (for which you are billing DMH), you need to complete a Client Profile.
3. Any time that you are enrolling a client into a level of care/facility that offers services covered by special funding sources (adolescent services, pregnant women, etc.) that the previous level of care was not covered by, you

need to submit a new Profile that reflects the inclusion of that specialized funding source for this client. Be sure that the Status is set to Complete.

Disposition: (definitions below)

Once you have done an assessment or received a referral, you will make a determination if and where to enroll this client.

1. Refer to an external provider (facility) (another contract provider who provides the needed level of care (LOC).
2. Place the client on one or more of your own waiting lists in anticipation of an opening.
3. Enroll (open) the client to the needed level of care (facility) at your own provider.
4. Determine that no service is needed at this time. Discharge the client (enter discharge profile and discharge the enrollment record).
 - a. Another variation here would be a client who his deemed to need services outside of the DMH contract provider system – we would also not require any further data or documentation at this time. Discharge the client (enter the discharge profile and discharge the enrollment record).

SA Wait List:

Please see separate section on the SA Wait List for referrals to, accepting a client onto, denying a client to or enrolling a client from the Wait List in the ASAIS Provider training manual.

Enrollments:

1. SASD (during the screening process) will have established an enrollment record for the Assessment with the disposition of “assessment”.
2. If you are enrolling the client into one of your programs (facility/level of care) you will change the status of the “Assessment” enrollment to “Open”. There should only be one “Open” enrollment record for each provider serving a client at any time.
 - a. The “Open” record covers all facility enrollments until they are discharged from the provider.
 - b. You can have multiple facility records at once (e.g. while a client is waiting and receiving interim services).
3. Enrollments at the Provider level have one of three dispositions:
 - a. Assessment
 - b. Open
 - c. Discharged
4. Under the Provider Enrollment record, there is Facility Enrollment. These are the levels of care. You can manage a client’s disposition and facility enrollment at the individual client record level or via the Provider/Facility Management tab. A client must be enrolled in a facility to receive any service. As you manage the wait lists for your facilities, facility enrollments will be created. **For clients not on a wait list who are directly enrolled into a provider and facility, you must add the facility enrollment.**
5. Facility Enrollment Dispositions: (definitions)
 - a. Referred – this client has been referred, but not yet accepted to this facility waiting list
 - b. Waiting List – this client has been accepted onto this facility waiting list
 - c. Discharged – this client has been discharged (enrollment record only).
 - d. Not Accepted – this client was referred but not accepted onto this facility wait list (enrollment record only).

- e. Assessment (**N/A**) - this disposition is present, (enrollment record only).
- f. Open – this client has been opened (enrolled) to this facility program/level of care
- g. Transferred – this client has been transferred from one program/facility to another one in the same provider (facility record only)

Internal Facility Management: (tab in Providers)

If you click on the Provider chapter button and then the Facility Management tab, you can view, filter, and sort all clients under all Disposition categories in all your facilities. You may find it easiest to manage both transfers (internal) and discharges from this grid. You can also go into an individual's record to perform these functions but the grid provides an overview of who, how many, with what disposition in all facilities.

1. Transfers – if a client is moved from one of your facilities to another due to change in level of care needed or change in location (if you have two facilities that offer the same level of care), the facility enrollment record should reflect the “transfer”. Using the existing facility record, change the disposition of “Open” to “Transferred” and add an end date. Save the record. Then, Add Facility Enrollment to create the “Open” record for the new facility to which the client has been transferred. Save this record.
2. Discharges – When you are ready to discharge a client from all services and close them to your provider, click on the Profiles and Discharge Summaries tab. Add the discharge profile, save and close record. You will receive Work-Flow-Wizard (WFW). The first two items to review the existing diagnosis or add diagnosis, if the diagnosis did not change from the assessment then cancel these two on the WFW. The third to discharge the enrollment record, select this, the enrollment record will display, click on this, change the disposition = Discharged, save/close enrollment record, select close the WFW. The screen will refresh and reflect the change in Disposition on enrollment record to discharge and the facility (LOC) will also be closed out.
3. Wait List – You can keep track of your clients on the waiting list. When a client is setup on waiting list you will change the disposition = Waiting list. To remove the client from waiting list to start services then change the disposition = Open. The client is no longer on your waiting list but will show as receiving services.

Discharge Summary:

1. When a client is no longer going to receive services, pull the client up in ASAIS. Select Profiles and Discharge Summaries (tab). Upper left select add Profile or Discharge, select type = SA Discharge Summary. The discharge form will display enter the information, set the Status = Complete then save/close discharge summary.

Once the discharge summary is discharged you will receive a Workflow Wizard (WFW) that will prompt you to complete the Discharge Summary. The first two items to review the existing diagnosis or add diagnosis, if the diagnosis did not change from the assessment then cancel these two on the WFW. The third to discharge the enrollment record, select this, the enrollment record will display, click on this, change the disposition = Discharged, save/close enrollment record, select close the WFW. The screen will refresh and reflect the change in Disposition

Decision Process for Screening – questions to ask/consider when a client presents for service

1. Is this client known to the agency (provider)?
 - a. If yes, no screening is required. You have the ASAIS ID # and access to the client's record.
 - b. If no, a screening may be required. Go to question c.
 - c. Did the client come as a referral from another contract provider?
 - i. If yes, then the screening and profile should already be done. When you accept the referral, and open the client to your program, you should have received the assessment from the referring provider. Change the disposition on both the enrollment and facility records from Referred to Open. Select the Profile and Discharge Summaries (tab) enter the profile, save/close profile. You will get the work-flow-wizard (WFW) you already have the enrollment/facility records setup, cancel the first WFW, select to add the diagnosis, enter the diagnosis save/close and review the demographics, make sure it has the latest information.
 - ii. If no, then a screening is necessary to get the ASAIS ID #, open the client in ASAIS and get access to their record. Submit a screening for this client.